



MECHANIC APPRENTICE I – AUTOMOTIVE JOB DESCRIPTION

Job Title: **Mechanic Apprentice I - Automotive**

Job Code: **MM110**

Pay Grade: **15**

Effective Date: **March 2016**

FLSA: **Non-Exempt AFSCME Union**

Revision Date: **March 2016**

NATURE OF WORK

Under direct supervision, performs maintenance, repairs and adjustments on light duty vehicles and other power-driven equipment, in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs preventive maintenance on County vehicles to maximize the effective life cycle of the equipment, reduce downtime and improve the productivity of County workers.
- Inspects and diagnoses mechanical and electrical problems on County automobiles and trucks; determines extent of necessary repairs, and prioritizes work; performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures.
- Performs all phases of basic automotive maintenance, including tune-ups, trouble shooting and repairs, tire repairs, electrical diagnostics, painting, brake work, engine diagnostics, general servicing, oil changes and lubrications.
- Diagnoses and repairs vehicle component systems and sub-systems, engines, transmissions, power trains, braking, and steering; uses technical manuals and computer equipment to diagnose and correct vehicle problems and faults.
- Diagnoses and repairs for electrical, fuel supply systems, brakes and engine cooling systems.
- Transports equipment from the field to the repair shop facility; performs emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair; notifies supervisors of repair problems beyond the scope of authority.
- Reviews status of vehicles, performs safety inspections, and recommends equipment replacement and major repair options.
- Performs basic welding; installs and removes auxiliary and specialized equipment.
- Orders parts as needed, researches and selects vendors and other supply sources; maintains records of parts requisitions and inventory.
- Maintains work orders, records and logs of services performed and general vehicle information; reports any operational problems to the supervisor in a timely manner, and completes other reports as required.
- Performs routine shop facility maintenance; cleans work areas and picks up debris; disposes of lubricants and chemicals used in equipment servicing and maintenance in accordance with all safety regulations and procedures.
- Controls work site to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries.
- Lewis County essential personnel (24/7 emergency response)

- Must maintain a level of Confidentiality
- Shall maintain a current, personally owned inventory of mechanics tools reasonably sufficient to adequately perform his job duties.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in repair and maintenance facilities; moderate physical demands; strength sufficient to lift and move items weighing up to eighty (80) pounds; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level automotive specialist position in the Mechanic job series; incumbents work independently, and are responsible for assignments requiring technical repair skills for vehicles.

EMPLOYMENT STANDARDS:

AA degree in automotive/diesel technology or completion of auto mechanic apprenticeship program or equivalent; OR four (4) year's work experience in the maintenance and repair of vehicles

Washington State Traffic control flagger card is required; A/C Certified or obtainable within the first 6 months of employment; specific technical training and certifications may be required.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- County policies and procedures.
- Gasoline & diesel engines, power trains, and mechanical & electrical systems.
- Methods used in a vehicle preventive maintenance program.
- Methods, tools and equipment used in the repair of vehicles.
- County safety rules and regulations, occupational hazards and safety precautions.
- Safety standards and practices in a shop environment.

Skills in:

- Inspecting, diagnosing and repairing mechanical, brake, fuel and electrical problems in a wide variety of vehicles.
- Performing computerized diagnostic tests on vehicle components and equipment.
- Maintaining equipment according to standard operating and safety procedures.
- Identifying safety problems.
- Safe use of power and hand tools, and chemicals, lubricants and cleaning compounds.
- Reading and interpreting technical manuals and specifications.
- Maintaining accurate service records.
- Following safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.